

**SECRET****MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR  
COLLECTION AND DISSEMINATION****Subject: Monthly Progress Reports****Reference: a. Director's Secret Memo, Subject "Staff  
Surveys of Activities CIG and Progress  
Reports", dated January 13, 1947**

1. A study has been made in ICAPS <sup>by the Director and</sup> ~~the~~ <sup>to</sup> view of revising the monthly progress reports of ORE, OO and OCD, submitted in accordance with reference a, in order to determine a format which may be more standardized between the three offices, and to provide to a greater extent the information desired as the basis for the required quarterly survey inspections while deleting those data which are not considered necessary.

2. Accordingly, it is requested that hereafter the monthly reports be prepared under the three following general headings:

- I. Implementation of <sup>recently</sup> ~~previously~~ proposed plans and policies
- II. Accomplishment of overall mission, including <sup>firmly established individual objectives.</sup>
- III. Proposals for improvement

3. Under Section I, it is suggested that <sup>with such supportive data as may be required,</sup> recently approved plans, policies and directives be discussed in general terms, in order to give readers a clear picture of the degree to which implementation has been accomplished. Thus, it is considered that the following could properly be included under this section:

- a. Dissemination of atomic energy information between agencies
- b. Interdepartmental reading panels.
- c. Publications Review Committee
- d. Foreign port data.
- e. Teletype program

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## 4. Section II should include:

- a. Comments upon adequacy, clearness or correctness of assigned mission of the office.
- b. Comments upon matters relating to internal office problems.
- c. Comments upon matters relating to IAB agency relations to the office.
- d. Comments upon matters relating to interoffice relationships within CIG.

## 5. Section III should include:

- a. Proposals and recommendations for the improvement of existing conditions.
- b. Projects contemplated within the near future.

6. In order to facilitate ~~handling~~, it is requested that these monthly reports be classified no higher than "Secret", excluding therefrom such matters as would require higher classification.

e. List of agencies receiving material from CIG; figures showing increase or decrease in flow; percentage of agencies' requirements being met by CIG on schedule; what priorities OGD has established.

to get people under  
hand to control  
with money to back

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